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DDI-2580-74

1 September 1974

MEMORANDUM FOR: Associate Deputy Director for
Intelligence

SUBJECT : Dissemination of OER Reports

1. This memorandum is in response to your request for a careful review of OER dissemination procedures.

2. By way of background, thus far in 1974 we have published 12 IMs, 20 IRs, and 6 IBs. Our standard external distribution for IMs and IRs, Secret and below, is minimal; 10 copies to State (plus copies for Embassy distribution), 6 to Treasury, 10 to Defense (down from 75 copies a year or so ago), and 7 to NSA. For Codeword reports, the number is even smaller, and there is no standard distribution for IBs. Our Elite dissemination usually ranges from 30 to 40 recipients. For publications dealing with issues of very high policy concern, Elite dissemination at the Secretary and Deputy Secretary level is made under the signature of the DCI or DDI. Elite dissemination is made by OER to the Assistant Secretary level, such as Charles Cooper of Treasury and Tom Enders of State, when it is known that they have an active interest in the subject or if the report was prepared for them. Many of the Elite lists include several Deputy Assistant Secretaries as the highest level recipients. Below this level, the typical list is made up predominantly of Office Directors, Staff Directors, Country Directors and their Deputies, as well as some Division Chiefs and senior staff members who are known to have responsible assignments in direct support of senior policy officials. (An accounting of our Elite distribution is attached to this memorandum.)

3. The only OER publications sent routinely to the O/DCI [] are IMs and the IOD and EIW. Other publications transmitted to the O/DCI are routed through the DDI.

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4. What can be done to reduce the distribution of OER reports? Not much! Our standard external distribution is already so small there is no room for further cuts. We will, of course, take a harder look at our Elite lists, but it is unlikely that we can make many reductions there. We believe that our system of tailoring dissemination to the subject of individual reports has largely avoided the problem of burdening high-level officials with irrelevant material.

5. We do have two innovations to suggest. First, in our EIW listing each week of recent publications, we will add a note that copies can be obtained on request by calling _____. Second, all IMs and other publications sent to the O/DCI will have a note on them signed by the D/OER telling the DCI why we prepared the report.


MAURICE C. ERNST
Director
Economic Research

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Attachment:
As stated

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